



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	11-06-07	AGENDA REQUEST NO:	III A
INITIATED BY:	ROBERT HAZELRIG <i>Robert Hazelrig</i> PROGRAM COORDINATOR	RESPONSIBLE DEPARTMENT:	SUPPORT SERVICES
PRESENTED BY:	KAREN DALY ASSISTANT CITY MANAGER	DEPARTMENT HEAD:	KAREN DALY <i>Kd</i> ASSISTANT CITY MANAGER
		ADDITIONAL DEPARTMENT HEAD (S):	
SUBJECT / PROCEEDING:	HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES AUTHORIZE ONE-YEAR CONTRACT		
EXHIBITS:	SCOPE OF WORK SIGNED CONTRACT		
CLEARANCES		APPROVAL	
LEGAL:	EUGENIA CANO, ASSISTANT CITY ATTORNEY <i>Etc</i>	EXECUTIVE DIRECTOR:	
PURCHASING:	LINDA SYMANK <i>LS</i> FOR LS DIRECTOR OF FISCAL SERVICES	ASST. CITY MANAGER:	KAREN DALY <i>Kd</i>
BUDGET:	BRYAN GUINN <i>BG</i> BUDGET MANAGER	CITY MANAGER:	ALLEN BOGARD <i>Allen Bogard</i>
BUDGET			
EXPENDITURE REQUIRED: \$		77,000.00	
AMOUNT BUDGETED/REALLOCATION: \$		77,000.00	
ADDITIONAL APPROPRIATION: \$		0	
RECOMMENDED ACTION			
The Support Services Department recommends authorizing a one-year contract with Fort Bend Mechanical in an amount not to exceed \$77,000.00.			

EXECUTIVE SUMMARY

On November 7, 2006, Council approved a one-year contract extension with Fort Bend Mechanical for on-call services and preventive maintenance for heating, ventilation, and air conditioning (HVAC). This contract was competitively bid on December 6, 2005 and awarded for a period of 10 months, through the end of the fiscal year, with the option to renew for two (2) additional one-year terms. As the City's new buildings and equipment have come off their construction warranty, there are new systems that need to be added to the annual preventive maintenance schedule. Renewing our current contract does not sufficiently address these additional systems.

The City has been pleased with the service rendered by Fort Bend Mechanical and would like to continue to contract with them for on-call services and preventative maintenance for heating, ventilation, and air conditioning. Services are available from Fort Bend Mechanical through a cooperative purchasing agreement with TXMAS, Contract # 7-03FAC040 and GSA, Contract # GS21F00047.

The Support Services Department recommends City Council approve a one-year contract with Fort Bend Mechanical for on-call services and preventive maintenance for HVAC services.

EXHIBITS

**ON-CALL HEATING, VENTILATION, AND AIR CONDITIONING
(HVAC) SERVICES
BID SHEET - PRICING**

Pricing shall include travel/trip time, supervision, equipment or tools required to perform the services. Contractor shall quote pricing as specified on this sheet, no exceptions will be made:

1. Preventive Maintenance for all locations:

Quarterly Service - \$ 1925.⁰⁰ per quarter ALL AIRPORT LOCATIONS
7875.⁰⁰ per quarter ALL OTHER LOCATIONS

2. As needed for all locations includes Planned and Emergency Services:

Position	Regular Rate/hour	Overtime Rate/Hour
Technician	\$ <u>65.00</u>	\$ <u>97.50</u>
Laborer	\$ <u>35.00</u>	\$ <u>52.50</u>
Other	\$ <u>35.00</u>	\$ <u>52.50</u>

3. Material Mark up from Contractor's Cost:

Material Cost Plus % 30% Parts & Materials
25% Equipment

Emergency Twenty-Four Hour Service Contact:

Name: Pete Medford

Telephone Number: 281-403-4822

GSA Contract # GS21F00047
 TXMAS Contract # 7-03FAC040

CITY OF SUGAR LAND

BIDDER CERTIFICATION

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership or institution represented by the bidder, or anyone acting for such firm, corporation or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product and/or service offered will meet or exceed specifications identified in this bid invitation.

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY:

FORT BEND Mechanical

AGENTS' NAME:

Pete Medford

AGENTS' TITLE:

CEO

MAILING ADDRESS:

P.O. Box 967

CITY, STATE, ZIP:

Stafford, TX 77497-0967

PHONE & FAX NUMBERS:

281-403-4822, (fax) 281-403-4823

E-MAIL ADDRESS:

pete@fortbendmechanical.com

AUTHORIZED SIGNATURE:

Pete Medford

DATE OF BID:

10/5/07

EXHIBIT "A"
Preventative Maintenance
Checklist

Air Cooled Chillers: - (Quarterly)

- Check all compressors and motors for proper amp draws
- Check all oil levels, check for contamination, and note on report
- Check all wiring terminals and tighten as needed
- Check all contactors for wear and pitting
- Check all connections on relays
- Check operation sequence of chiller, adjust controls as required
- Check all safety controls and verify operation
- Check all oil heaters for operation
- Check operating pressures of each circuit and record
- Check and adjust all belts as required
- Check all bearings and grease as needed
- Check all compressors for visual leaks of oil or Freon
- Inspect condenser fins for damage and or problems
- Check entering air and leaving air of condenser
- Check interlock controls with pumps
- Clean condenser coils (**annually**)
- Oil samples (**annually**)

Rooftop & Split System Units: - Quarterly

- Check all control wiring for problems
- Check and record all compressor run loads amps
- Check all contactors and relays for operation and terminal connection
- Check all safety controls for operation and terminal connection, adjust as required.
- Check all condenser fan motors for operation and oil as required
- Check condenser motor blades
- Check all evaporator fan motors for operation and oil as required
- Inspect evaporator blower assembly, grease bearings
- Check all evaporator belts for alignment and adjust
- Inspect evaporator coil and clean as required
- Chemically clean evaporator and condenser coils (**annually**)
- Inspect drain pan and clean as required
- Provide filter and labor for one (1) filter change per quarter
- Check condenser coils for damage and visible leaks
- Check all evaporators for leaks

- Inspect all internal and external piping
- Provide annual acid and moisture test for each compressor circuit
- Inspect for abnormal operational vibration and correct as required
- Check operation of thermostat and calibrate as required

Air Handlers and Vane Axial Fans: - Quarterly

- Check motor and record amp draw
- Check starter for operation and wiring terminations
- Check belts for alignment and adjust as required
- Check all bearings and grease as required
- Visual inspection of shaft condition, report problems
- Check and record entering and leaving air temperatures
- Check operation of chill and hot water valves, note leaks
- Verify drain operation and clear any obstructions
- Chemically clean coil (annually)
- Install pan tabs as required
- Inspect filters and log conditions
- Visual inspection of vane blades or induction fan blades for stress cracks
- Check and recalibrate static pressure sensors
- Check and recalibrate humidity controls as required
- Check variable speed drives for normal operation

Building Automation: (Quarterly) – Police Dept. only

- Check all sensors for range and operation
- Calibrate sensors as needed
- Check all wiring and adjust as needed
- Check all controllers for operation
- Go over programming with onsite personnel
- Check data trend for HVAC equipment
- Check all set points and adjust as required
- Check all pneumatic to electric switches for proper pressure

Pumps: (Annually) – A Buildings

- Check motor and record amp draw
- Check seals for leaks and or excessive wear
- Check inboard and outboard bearings and grease as needed
- Visual inspection of alignment of motor to pump
- Inspect coupler for proper wear and alignment

- Visual inspection of starter for each pump, check wiring and tighten as required
- Check pump base for condition and proper drainage
- Check insulation on pump headers and end bells
- Check all setscrews and keyways
- Check and record pump pressures if gauges are present

Air Compressor and Pressure Station: (Annually) – Police Dept. Only

- Check for correct leaving pressure from compressor and adjust pressure switch as needed
- Check operation of auto drain
- Check alignment of belt drives and adjust as required
- Check oil level and add as required
- Check inlet filters and clean as required
- Check and verify relief operation and setting
- Check and drain oil and water separator
- Check and verify operation of air dryer
- Clean condenser coil on air dryer as required
- Check unloader operation, adjust as needed

Filters:

- All filters in all facilities will be replaced with pleated filters on a quarterly basis, material inclusive in cost.

Water Treatment: (Annually) – A Buildings

- Water treatment and all chemicals will be inclusive in the price for all applicable facilities: Police Department, Fire Administration, New City Hall & New Airport

Fire Dampers: (Annually) – A Buildings

- Fire dampers will be inspected, signed, dated and that they are functioning correctly. Any materials needed for repairs to be inclusive in cost at all applicable facilities.

VAV Boxes: (Annually) – A Buildings

- Change filters and check heat
- Check all controllers for normal operation
- Check all wiring terminals and tighten as needed
- Check motor and record amp draw

*Airport
Locations*

Facility	Address	System
New Airport Terminal *	12888 Highway 6	2 AHUs, 1 120-Ton Chiller, 1 5-Ton split system, 25 VAV boxes **
Old Airport Terminal	12888 Highway 6	3 Central Systems, 3-Ton, 4-Ton, 5-ton
Airport Corporate 2 Hangar	12888 Highway 6	3 Split System, 5-Ton
Airport Frank's Casing Hangar	12888 Highway 6	1 Split System, 5-Ton
Airport Noble Drilling Hangar	12888 Highway 6	1 Split System, 4-Ton
Airport Air Traffic Control Tower	12888 Highway 6	1 Split System, 4-Ton & 2 Package Units, 2.5-Tons
Airport Solapp Avionics Hangar	12888 Highway 6	3 Package Units, 5-Ton
Airport Houston Aviation Hangar	12888 Highway 6	1 Split System, 4-Ton
Austin Parkway Maintenance Shop	2120 Austin Parkway	1 Package Unit, 3-Ton
Baker Concession Stand	225 7th Street	Window Unit, Washable Filter
City Hall *	2700 Town Center Blvd. North	2 York Chillers, Air Cooled, Closed Loop, 6 AHU's, 1 Outside Air AHU, 1 3-Ton liebert, 2 30-Ton liebert, 87 VAV's **
City Hall Annex	200 Matlage Way	3 Air Handlers, 3 Condenser Units
City Sign shop	111 Gillingham	1 Split system, 3-Ton
City Pool Concession	225 7th Street	1 Package Unit, 3-Ton
City Pool Conference Room	225 7th Street	1 Split system, 3-Ton
Community Center	226 Matlage Way	3 Carrier Package Units, 10-Ton, 30-Ton, 25-Ton
Duhacsek Park	17034 Voss @ Richmond Rd	1 Split System, 3-Ton
Eldridge Park	2511 Eldridge	1 Split System, 10 Ton
Fire Station #1	225 Gunther	1 Split System, 10 Ton
Fire Station #2	1040 Industrial	2 Split Systems, 5 Ton, 4 VAV Boxes **
Fire Station #3	2255 Settlers Way	2 Split Systems, 5 & 3-Ton
Fire Station #4	2100 Austin Parkway	2 Split Systems, 5-Ton
Fire Station #5	5735 Commonwealth	2 Split Systems, 5 & 3-Ton
Fire Station #6	6255 Sansbury	4 Split Systems, 2 3 1/2-ton, 2, 3-Ton
First Colony Civic Center	3232 Austin Parkway	2 Split Systems, 1.5 & 3-ton
First Colony Concession #1	3232 Austin Parkway	1 Split system, 3-Ton
First Colony Concession #2	3232 Austin Parkway	Window Unit, Washable Filter
First Colony Press Box	3232 Austin Parkway	1 Split System, 5-Ton
Fleet/ Maintenance Facility	111 Gillingham	1 Split System, 3-Ton
Imperial Park	230 Matlage Way	2 Split Systems, 5-ton
Lease Building A	145 Brooks	2 Split Systems, 3-ton
Lease Building B	119 Brooks	1 Package Unit, 3-Ton
Lease building C	123 Brooks	1 Package Unit, 6-Ton
Lost Creek Park Conference Room	3703 Lost Creek	1 Split System, 3-Ton
Lost Creek Park Concession	3703 Lost Creek	1 Split System, 1.5-Ton
Fire Admin *	10405 Corporate Drive	1 Carrier Chiller, Air Cooled, Closed Loop, 125-Ton, 5 AHU's, 50 VAV Fan ** Blower Units
Police/Court Facility *	1200 Highway 6	2 Carrier Chillers 60-Ton, 1 Trane, 125-Ton, Air Cooled, Closed Loop, 9 AHUs, 80 VAV boxes **
Public Works Administration	111 Gillingham	2 Split systems, 2-Tons
Public Works Maintenance Admin	111 Gillingham	4 Split Systems, 3-Ton
P.W Animal control	111 Gillingham	Window Unit, Washable Filter
Senior Concession Stand	225 7th Street	Window Unit, Washable Filter
Sugar Creek Water Plant	2030 country Club	Window Unit, Washable Filter
Woodchester Water Plant	13743 Woodchester	1 Package System, 5-Ton

* A BUILDINGS

** VAV'S
VARIABLE AIR VOLUME

CITY OF SUGAR LAND
STANDARD CONTRACT FOR SMALL CONSTRUCTION PROJECTS
Revised 10/16/06

This Contract (Contract) is made between the City of Sugar Land, Texas (City), and Contractor. The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Special Terms and Conditions
- V. Contract Attachments

I. Summary of Contract Terms.

Contractor:	Fort Bend Mechanical
Description of Services:	On-call Heating, Ventilation and Air Conditioning Services
Maximum Contract Amount:	\$77,000
Effective Date:	October 23, 2007
Termination Date:	September 30, 2008

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND*

CONTRACTOR:

Signed by: Date: _____
____ City Manager
____ Assistant City Manager
____ Director
____ Program Manager

By: Sharon Medford
Title: President
Date: 10/25/07

*Contract Signature Authority: Program Manager - \$2,999 or less
Director - \$3,000 to \$14,999
Executive Director/City Manager/Assistant City Managers -
\$15,000 - \$24,999

Attest: City Secretary

Reviewed for Legal Compliance:

Virginia A. Law